

# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

*Revision Transmitted – February 22, 2001*

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Douglas County Housing Authority  
5404 North 107<sup>th</sup> Plaza  
Omaha, NE 68134

**PHA Number:** NE153

**PHA Fiscal Year Beginning:** (04/2001)

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☒ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

***"To make quality, affordable housing a viable option for low to moderate income families, elderly, and disabled; while promoting personal growth and community responsibility."***

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

☐ PHA Goal: Expand the supply of assisted housing  
Objectives:

- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☐ PHA Goal: Improve the quality of assisted housing  
Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☐ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☐ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☐ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:

- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

### **Other PHA Goals and Objectives: (list below)**

*For the next five years, the Authority has established five major goals and 22 primary objectives:*

#### *Goal 1: Build community and business partnerships*

*Objective 1.1: Explore collaboration with other PHAs*

*Objective 1.2: Pursue positive relationships with local municipal governments*

*Objective 1.3: Enhance public awareness and understanding of DCHA (its mission, authority, programs and capacity)*

#### *Goal 2: Provide variety and affordable housing opportunities*

*Objective 2.1: Maintain competitiveness in the housing market*

*Objective 2.2: Improve access to funding resources (by building internal grant writing capacity)*

*Objective 2.3: Expand housing and services options for the elderly living in Douglas County*

*Objective 2.4: Expand accessible housing units for persons with disabilities*

*Objective 2.5: Create a homeownership program that develops the skills needed to accomplish housing and financial independence.*

#### *Goal 3: Provide Self-Sufficiency Opportunities*

*Objective 3.1: Establish partnerships with colleges/universities and corporations for job training services.*

*Objective 3.2: Create incentives for current adult clients to participate in DCHA's FSS program.*

*Objective 3.3: Collaborate with social service agencies to utilize available FSS programs.*

*Objective 3.4: Establish training opportunities that help clients acquire solid skills in maintenance of rental property; civic responsibility; and in constructive neighborhood relations*

*Objective 3.5: Increase the number of working families in all programs.*

*Objective 3.6: Conduct personal development training on financial management, parenting and job readiness.*

*Goal 4: Enhance effective business relationships between DCHA and Section 8 Tenant-Based landlords.*

*Objective 4.1: Develop a plan that provides education for Section 8 landlords in the benefits of participation in the Section 8 program.*

*Objective 4.2: Increase the number of new Section 8 landlords by 5 per year*

*Goal 5: Enhance operational effectiveness*

*Objective 5.1: Establish functional relationships with Community Housing and Service Corporation, DCHA's non-profit affiliate.*

*Objective 5.2: Enhance the board's familiarity with housing programs and regulations.*

*Objective 5.3: Develop a comprehensive SOP manual during the FYE 2001.*

*Objective 5.4: Develop measurable targets for operational effectiveness on an annual basis.*

*Objective 5.5: Expand capacity in capital fund development*

*Objective 5.6: Expand capacity in public relations initiatives*

*Objective 5.7: Improve management information systems:*

✓ *Upgrade file server and PC hardware to increase speed and efficiency of data processing tasks*

✓ *Upgrade DCHA's e-mail software to enhance both external and internal communication*

✓ *Upgrade program operating system software to improve technical information reporting*

*Purchase inspection hardware and software to improve effectiveness of HQS and annual inspections functions.*

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**This follow up annual plan includes several policy changes made to the Section 8 Tenant-Based Housing Program and the Low Rent Public Housing Program. It also includes the detailed 5-Year Capital Improvement Plan.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Attachment A – Resident Advisory Committee Meetings**

**Attachment B – Progress in Meeting The Five Year Goals**

**Attachment C – Resident Membership of the PHA Governing Board**

**Attachment D – FY 2000 Resident Survey Follow-up Plan**

**Attachment E – Project Basing Policy**

**Attachment F – Implementation of Public Housing Resident Community Service**

**Attachment G – Pet Policy Statement**

**Attachment H – Capital Fund Program 5-Year Action Plan**

### Required Attachments:

- ☐ Admissions Policy for Deconcentration – *Not applicable / less than 100 units*
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan (*Attachment*)
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review |  |                           |
|---|--|---------------------------|
| Applicable & On Display                           | Supporting Document  | Applicable Plan Component |
| ✓   | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans   |
| ✓   | State/Local Government Certification of Consistency with the Consolidated Plan   | 5 Year and Annual Plans   |



| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| ✓  | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| ✓  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| ✓  | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| ✓  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| ✓  | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A  | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| ✓  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination                              |
| ✓  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                              |
| ✓  | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |
| ✓  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan: Operations and Maintenance                      |
| ✓  | Public housing grievance procedures<br><input type="checkbox"/> check here if included in the public housing  | Annual Plan: Grievance Procedures                            |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | A & O Policy  |   |
| ✓  | Section 8 informal review and hearing procedures<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures                 |
| ✓  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                        |
| ✓  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                        |
| ✓  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                               | Annual Plan: Capital Needs                        |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
| N/A  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act     | Annual Plan: Conversion of Public Housing         |
| N/A  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
| N/A  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
| N/A  | Any cooperative agreement between the PHA and the TANF agency   | Annual Plan: Community Service & Self-Sufficiency |
| ✓  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
| ✓  | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| ✓  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
| N/A  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |
| N/A  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|  |   |   |

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction<br>by Family Type |                                |               |        |         |               |      |          |
|---|--------------------------------|---------------|--------|---------|---------------|------|----------|
| Family Type   | Overall                        | Affordability | Supply | Quality | Accessibility | Size | Location |
| Income <= 30% of AMI  | 1923                           | 5             | 5      | 1       | N/A           | 3    | 1        |
| Income >30% but <=50% of AMI                                    | 2940                           | 5             | 5      | 1       | N/A           | 33   | 1        |
| Income >50% but <80% of AMI                                     | 1707                           | 5             | 5      | 1       | N/A           | 3    | 1        |
| Elderly   | 1775                           | 5             | 5      | 1       | N/A           | 3    | 1        |
| Families with Disabilities                                      | A large number not counted for | 5             | 5      | 1       | N/A           | 3    | 1        |
| Race/Ethnicity  | 98.6% White Caucasian          |               |        |         |               |      |          |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: **1995-2000**
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (**CHAS Table 1C – All Households taken from HUD's housing needs data link**)
- ☒ American Housing Survey data  
Indicate year: **1997**
- ☒ Other housing market study  
Indicate year: **1999**
- ☒ Other sources: (list and indicate year of information)  
**1990 Census Data; Census Population and Housing Estimates**

1990 Census Information:

- a. Estimated current (year 2000) population, which was calculated using cohort survival methodology for the Douglas County and the specific jurisdiction of Douglas County Housing Authority.
- b. Current estimated (published by Department of Commerce) of the area median income.
- c. Current Median family income Fair Market Rents published by HUD.
- d. National Housing Coalition Publications.
- e. Current data base of senior housing facilities, and rent-restricted housing developed with the help of low income housing tax credits, HOME, and CDBG.
- f. Douglas County Housing Authority public housing and section 8 inventory. Omaha Housing Authority inventory in the area west of 72<sup>nd</sup> street and within Omaha City Limits.
- g. Douglas County Demand estimate for Woodgate Development (disabled individuals and families).
- h. Housing Market Annual Survey – Housing Management Association
- i. UNMC Elderly Needs Assessment (1997)
- j. Available market studies.

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List        |   |                     |  |
|--|---|---------------------|--|
| Waiting list type: (select one)                      |   |                     |  |
| <input type="checkbox"/>                             | Section 8 tenant-based assistance                                       |                     |  |
| <input type="checkbox"/>                             | Public Housing  |                     |  |
| <input checked="" type="checkbox"/>                  | Combined Section 8 and Public Housing                                   |                     |  |
| <input type="checkbox"/>                             | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |                     |  |
| If used, identify which development/subjurisdiction: |   |                     |  |
|  | # of families   | % of total families | Annual Turnover                            |
| Waiting list total                                   | 527   |                     | 128 (same information on chart on page 26) |
| Extremely low income<br><=30% AMI                    | 358   | 68%                 |  |
| Very low income<br>(>30% but <=50% AMI)              | 156   | 30%                 |  |
| Low income<br>(>50% but <80% AMI)                    | 13  | 2%                  |  |
| Families with children                               | 356   | 68%                 |  |

| Housing Needs of Families on the Waiting List   |               |                  |  |
|---|---------------|------------------|--|
| Elderly families  | 38            | 7%               |  |
| Families with Disabilities  | 133           | 25%              |  |
| Race-White  | 204           | 38.71%           |  |
| Race-African American   | 320           | 60.72%           |  |
| Race-Indian   | 2             | 0.38%            |  |
| Race-Asian/Pacific  | 1             | 0.25%            |  |
| Ethnicity-Hispanic  | 8             | 2%               |  |
| Ethnicity-Non-Hispanic  | 519           | 98%              |  |
|   |               |                  |  |
| Characteristics by Bedroom Size (Public Housing Only)   | # of families | % total families |  |
| 1BR   | 212           | 40%              |  |
| 2 BR  | 159           | 30%              |  |
| 3 BR  | 125           | 24%              |  |
| 4 BR  | 25            | 5%               |  |
| 5 BR  | 6             | 1%               |  |
| 5+BR  | 0             | 0%               |  |
| TOTAL   | 527           | 100%             |  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>Closed on 1/12/00</i> )<br>If yes:<br>How long has it been closed (# of months)?<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>elderly can apply at any time</i> ) |               |                  |  |

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
  - ✓ Engage in activities to enhance public awareness of housing needs
  - ✓ Improve relationships with landlords

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly****Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
  - ✓ Develop senior housing
  - ✓ Seek ways to integrate supportive services in existing public housing

**Need: Specific Family Types: Families with Disabilities****Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
  - ✓ See public support and financial assistance to pursue Woodgate development (20 units of assessable townhouses)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs****Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)****NEED 1: Affordable housing for the elderly**

*Strategy 1.1: Remain competitive in the market by maintaining our quality service*

*Strategy 1.2: Keep informed on changes in the local housing market (such as the construction of assisted living units*

*Strategy 1.3: Strengthen existing relationships with service providers to meet the growing needs of our residents for supportive services*

**NEED 2: Affordable housing for low income families**

*Strategy 2.1: Continue pursuing funding for the Woodgate Townhouses*

*Strategy 2.2: Continue to plan constructing two single-family houses in Fair Meadows.*

**NEED 3: Affordable housing in the county**

*Strategy 3.1: explore the options of extending our services to the County population using marketing and outreach methods*

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board



- ☐ Results of consultation with advocacy groups
- ☒ Other: (list below)

*After a thorough examination of our existing and potential market, as well as the characteristics of our residents and the Agency's track record, Douglas County Housing Authority determined that the above strategies are most appropriate for meeting our mission and goals. These strategies reflect the results of working through our long term plan in consultation with our residents, Board, community representatives, and other housing authorities serving small communities in Rural Nebraska.*

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                     |
|---|-------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2000 grants)</b>   |                   |                     |
| a) Public Housing Operating Fund  | \$75,000          |                     |
| b) Public Housing Capital Fund  | \$154,839         |                     |
| c) HOPE VI Revitalization   | -0-               |                     |
| d) HOPE VI Demolition   | -0-               |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$4,082,807       |                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | -0-               |                     |
| g) Resident Opportunity and Self-Sufficiency Grants                                   | -0-               |                     |
| h) Community Development Block Grant  | -0-               |                     |
| i) HOME   | -0-               |                     |
| Other Federal Grants (list below)   |                   |                     |
|   |                   |                     |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                   |                     |
|   |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>  |                   |  |
|---|-------------------|--|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>                    |
| ✓ 2000 CFP (funds are typically available by October of the following Federal Fiscal year)<br><i>Note: as of 12/31/00</i> | \$107,533.17      | Modernization and Capital Improvements |
| ✓ PHDEP Grant   | \$25,000          | Drug & Crime Prevention                |
|   |                   |  |
| <b>3. Public Housing Dwelling Rental Income</b>   | \$195,000         | Operations and supportive services     |
|   |                   |  |
| <b>4. Other income</b> (list below)   | \$21,924          | Operations and supportive services     |
| ✓ Management Fees   |                   |  |
| ✓ Misc. and Investment  |                   |  |
|   |                   |  |
| <b>4. Non-federal sources</b> (list below)  | -0-               |  |
|   |                   |  |
|   |                   |  |
|   |                   |  |
| <b>Total resources</b>  | \$4,662,103.17    |  |
|   |                   |  |
|   |                   |  |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (**3 Months**)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history

- ☒ Housekeeping
- ☒ Other (describe)
  - ✓ History of alcohol abuse
  - ✓ History of sex offenses
  - ✓ Federal Housing fraud

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office

- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☒ One (*first offer refused without good cause will change date and time of application*)
- ☐ Two (*second refused offer without good cause removed from wait list & must reapply*)
- ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)
- c. Preferences
1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (*list*) ***Tenant Handbook***

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing** – *Exempt from Deconcentration Regulations according to final rule published 12/22/00*

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists

If selected, list targeted developments below:

☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below)
- ✓ ***Previous tenancy in both the public and private sector***
- ✓ ***Federal Housing fraud***
- ✓ ***History of alcohol abuse***
- ✓ ***History of sex offenses***
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)
- ✓ ***Relevant information regarding standard lease term***

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)



### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- ✓ ***Emergencies (medical, death in family or other emergency situations that restrict the applicant from looking for suitable housing)***
- ✓ ***Reasonable accommodations required for the disabled***

### **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers

- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☒ Other (list below)  
✓ *Section 8 Tenant-based handbook*

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices  
☐ Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50 (*set at \$50.00*)

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

1. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

✓ ***Flat Rents choice may be less than 30% of the tenant's adjusted income***

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) ***Annual income of \$2,000 or greater will require an interim reexamination.***
- ☒ Other (list below)
  - ✓ ***Families are required to report any change in income or allowable expenses and family composition between annual reexaminations***

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50 (*Adopted \$50.00*)

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.  
☒ A brief description of the management structure and organization of the PHA follows:

*The Douglas County Housing Authority is staffed with professional and support personnel. At this time the staffing levels are sufficient to manage the programs and administrative functions of the authority. The Executive Director has ultimate responsibility for the management of the housing authority. The Rental Housing Program Director is responsible for managing the low-rent housing program, USDA-RD program, Section 8 Project Based program and the tax credit program. The Section 8 Director is responsible for*

*the management of the Section 8 Tenant-Based housing program. The Director of Accounting and Computer Services is responsible for the financial management and computer systems administration of the housing authority. There is a Maintenance Manager who is responsible for the day to day operations of the maintenance department and for coordinating the modernization functions of the housing authority. The Tenant Services Manager is responsible for all self-sufficiency programs and tenant services.*

## **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|---|---|--------------------------|
| Public Housing  | 87  | Less than 5 Annually     |
| Section 8 Vouchers  | 675   | 120 Annually             |
| Section 8 Certificates  | N/A   |                          |
| Section 8 Mod Rehab   | N/A   |                          |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Disabled: 50                                      | Less than 3 Annually     |
| Public Housing Drug Elimination Program (PHDEP)                     | Estimate 25                                       | N/A                      |
|   |   |                          |
| Other Federal Programs(list individually)                           | N/A   |                          |
|   |   |                          |
|   |   |                          |

## **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- ✓ ***Program Policies & Procedures***
- ✓ ***Nan McKay PH Management Handbook***
- ✓ ***Public Housing Lease***
- ✓ ***Maintenance Plan***
- ✓ ***Maintenance Procedures***

(2) Section 8 Management: (list below)



- ✓ *Nan McKay Management Handbook*
- ✓ *Administrative Plan*
- ✓ *Section 8 Tenant-Based Informal Review Procedure*
- ✓ *Section 8 Tenant-Based Procedures*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **PHA Plan Table Library**

#### **Component 7 Capital Fund Program Annual Statement Parts I, II, and II**

#### **Annual Statement**

#### **Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number      FFY of Grant Approval: (10/2001)

☒

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|--------------------------------|----------------------|
| 1        | Total Non-CGP Funds            |                      |
| 2        | 1406 Operations                | \$41,839             |
| 3        | 1408 Management Improvements   | \$5,000              |
| 4        | 1410 Administration            | \$10,000             |

|    |   |                                  |                  |
|----|---|----------------------------------|------------------|
| 5  | 1411  | Audit                            |                  |
| 6  | 1415  | Liquidated Damages               |                  |
| 7  | 1430  | Fees and Costs                   |                  |
| 8  | 1440  | Site Acquisition                 |                  |
| 9  | 1450  | Site Improvement                 | \$16,200         |
| 10 | 1460  | Dwelling Structures              | \$66,600         |
| 11 | 1465.1  | Dwelling Equipment-Nonexpendable | \$1,700          |
| 12 | 1470  | Nondwelling Structures           | \$5,000          |
| 13 | 1475  | Nondwelling Equipment            | \$8,500          |
| 14 | 1485  | Demolition                       |                  |
| 15 | 1490  | Replacement Reserve              |                  |
| 16 | 1492  | Moving to Work Demonstration     |                  |
| 17 | 1495.1  | Relocation Costs                 |                  |
| 18 | 1498  | Mod Used for Development         |                  |
| 19 | 1502  | Contingency                      |                  |
| 20 | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         |                                  | <b>\$154,839</b> |
| 21 | Amount of line 20 Related to LBP Activities               |                                  |                  |
| 22 | Amount of line 20 Related to Section 504 Compliance       |                                  |                  |
| 23 | Amount of line 20 Related to Security                     |                                  |                  |
| 24 | Amount of line 20 Related to Energy Conservation Measures |                                  |                  |

## Annual Statement

### Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories  | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| HA-Wide                                       | General operations and miscellaneous maintenance equipment  | 1406                       | \$41,839             |
| HA-Wide                                       | Upgrade of computer software and software training  | 1408                       | \$5,000              |
| HA-Wide                                       | Grant coordination and administrative costs   | 1410                       | \$10,000             |
| NE153   | <b>Site: (001,003,004,005)</b><br>Concrete work, decks, landscaping, retaining walls  | 1450                       | \$16,200             |
| NE153   | <b>Dwelling Units: (001,003,004,005)</b><br>Misc. repairs; carpeting; roofs, furnaces; A/C; siding replacement; water heaters; windows; flooring; doors; and interior and exterior painting | 1460                       | \$66,600             |

|         |   |      |                  |
|---------|---|------|------------------|
| NE153   | <b>Dwelling Equipment: (001,003,004,005)</b>                        | 1465 | \$1,700          |
|         | Appliances  |      |                  |
| HA-Wide | Central Office rehabilitation – painting; flooring; windows         | 1470 | \$5,000          |
| HA-Wide | Central office equipment replacement – computers; printers; copiers | 1475 | \$8,500          |
|         |   |      |                  |
|         |   |      |                  |
|         |   |      |                  |
|         |   |      |                  |
|         | <b>TOTALS.....</b>  |      | <b>\$154,839</b> |

## Annual Statement

### Capital Fund Program (CFP) Part III: Implementation Schedule

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
|  |  |   |

### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (***5-Year Capital Improvement Plan***)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- ☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- ✓ ***Making application to NIFA for tax credits to build 20 assessable townhouse units in 2001. All units will be rented at 50% of the AMI rent levels, and Section 8 clients can apply.***
- ✓ ***Making application for a HUD insured mortgage to finance an affordable assisted living and independent senior community in the city of Valley. Forty percent of the units will be for elderly families making 80% or less of the AMI, and 60% for persons making up to 100% of the AMI. Section 8 voucher holders will qualify for admission.***

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity:   |

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| <b>Designation of Public Housing Activity Description</b>  |
|--|
| 1a. Development name:  |
| 1b. Development (project) number:  |
| 2. Designation type:<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected:   |
| 7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

| <b>Conversion of Public Housing Activity Description</b>  |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><input type="checkbox"/> Other (explain below)  |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)  |
| 4. Status of Conversion Plan (select the statement that best describes the current status)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:  |



- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

## B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

## C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

### **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

#### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

#### **Public Housing Homeownership Activity Description (Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

|  |
|--|
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)  |
| 3. Application status: (select one)<br><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)   |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

| Services and Programs  |                    |  |  |  |
|--|--------------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated<br>Size  | Allocation<br>Method<br>(waiting<br>list/random<br>selection/specific<br>criteria/other) | Access<br>(development office /<br>PHA main office /<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
| <i>Tenant Services</i>   | <i>All clients</i> | <i>As needed</i>   | <i>PHA main office</i>   | <i>Both</i>  |
| ✓ Food commodities for<br>elderly tenants                          |                    |  |  |  |
| ✓ Referral services  |                    |  |  |  |
|  |                    |  |  |  |

**(2) Family Self Sufficiency program/s**

a. Participation Description

| Family Self Sufficiency (FSS) Participation |  |  |
|---|--|--|
| Program                                     | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: 01/08/01) |
| Public Housing                              | 0  | 2  |
| Section 8                                   | 24   | 15   |

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:
- ✓ ***Marketing to new Section 8 clients***
  - ✓ ***Holding an orientation for those who expressed an interest in the program.***

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

|  |
|--|
| <b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b> |
|--|

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents

- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

***Only North Acres Elderly Complex – 5449 No. 108<sup>th</sup> Street***

### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
  - ✓ ***Have local law enforcement agencies speak to the North Acres tenants about safety and crime prevention.***

2. Which developments are most affected? (list below)

✓ ***North Acres Elderly complex at 5449 No. 108<sup>th</sup> Street.***

### **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents (***Only at tenant meetings***)

- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

✓ *North Acres Elderly complex at 5449 No. 108<sup>th</sup> Street.*

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?  
*No plans to submit an application this year.*
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☒ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) ***Attachment A***
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- ✓ ***Pet Agreement and Policies document***
- ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**



1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe) ***The local County Board of Commissioners selects the resident commissioner from a pool of candidates that were submitted for appointment.***

#### b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☒ Other (list) ***The head of household receiving PHA assistance who lives outside the city limits of Omaha***

#### c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: ***Nebraska Department of Economic Development (NDED)***
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

***DCHA received certification from the NDED along with a letter stating that the needs identified in our Agency Plan is consistent with the NDED current housing and community development Consolidated Plan, and their Analysis of Impediments to Fair Housing Choice. The certification will be available to the local HUD field office.***

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

***Definition of “Substantial Deviation” and “Significant Amendment or Modification” (903.7):***

***Any discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners, would be considered a “substantial deviation” or significant amendments or modifications to the agency’s Five Year or Annual Plan.***

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **ATTACHMENT A – RESIDENT ADVISORY COMMITTEE MEETINGS**

#### **RESIDENT ADVISORY COMMITTEE MEETING AUGUST 28, 2000 9 AM – NOON**

*The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Monday, August 28, 2000, in the boardroom of the Douglas County Housing Authority.*

##### **Ten people attended the meeting:**

Joan Dikkers, Executive Director  
Ruth Britt, Resident Commissioner on DCHA Board  
Carolyn Elledge, Executive Assistant  
Skip Rice, Assistant Executive Director  
Deanna Callahan, Section 8 Housing Program Director  
Ken Nielsen, Maintenance Foreman  
Julie Magnuson, Resident of North Acres  
Withold Plutschinski, Resident of North Acres  
Dorothy Reimers, Commissioner on DCHA Board  
Angelo Moctezuma, Tenant Services Manager, FSS Coordinator

##### **Resident Advisors absent were:**

Ceah Midder

##### **Background**

Joan Dikkers opened the meeting with introductions and proceeded into an overhead presentation of the Quality Housing and Work Responsibility Act of 1998, now called Public Housing Reform act of 1998, which brought about mandatory compliance requiring the Five Year and One Year Agency Plans. This major change to the 1937 Housing Act was signed into law in October 1998. (QHWRA of 1998). Several states, including Nebraska, have enacted housing laws to be in compliance with the QHWRA law.

Another major change of the QHWRA 1998 is to the Section 8 tenant-based Housing program. Certificates and vouchers have now merged into a new Housing Choice voucher program, providing more flexibility and choice to clients for housing selection.

Ms. Dikkers explained the major changes to the Admission and Occupancy Policies.

Ms. Dikkers explained other QHWRA changes that affect the operations of the housing authority:

- ✓ A new capital funding system, that is funded by a fair share base, not on a competitive basis.
- ✓ This funding is to take care of North Acres and the 47 scattered sites

Commissioner Reimers asked why the difference between the funding at North Acres and BennView. Ms. Dikkers explained that BennView was built with funding from USDA and North Acres was built with HUD money.

- ✓ The old HUD accounting system has been changed to Generally Accepted Accounting Practices (GAAP) with new financial reporting requirements that are to be electronically transmitted over the Internet. The FYE 2000 audit will be the first one on this system.

HUD reports have to be sent and received over the Internet.

Ms. Dikkers explained that the Agency Plan requirement in the QHWRA is the reason for forming a Resident Advisory Committee.

Ms. Dikkers reviewed the Annual Plan development process. It is a process that starts with the Management Staff. The Resident Advisory Committee discusses the staff recommendations as well as providing their suggestions on recommendations for what to put in the plan. The law requires that the public have an opportunity to comment on the plan. A public hearing is held to give the public that opportunity. The Board of Commissioners approves the Plan.

Ms. Dikkers discussed the Five-year Plan requirements that are listed in the handouts. The Mission Statement and Goals were included with the Five year Plan, which will not be changed for Five years.

## **Needs and Strategies**

### **Need: Shortage of affordable housing for all eligible populations**

**Strategy 1:** Maximize the number of affordable units available to the PHA within its current resources by:

- Establishing payment standards that will enable families to rent throughout the jurisdiction
  - Section 8 has full lease up
- Maintain or increase section 8 lease-up rates by marketing the program to owners.

**Strategy 2:** Increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available
  - Have applied for a total of 162 additional vouchers, 87 Fair Share Allocation and 75 Mainstream
- Leverage affordable housing resources in the community through the creation of mixed-finance Housing
- Building Woodgate Townhouse and Orchard Gardens for seniors
- Enhance public awareness of housing needs
- Improve relations with landlords
  - The number of landlords has been increased
  - Landlord orientation meetings

### **Need: Specific Family Types: The Elderly**

**Strategy 1:** Target available assistance to families with disabilities by:

- Apply for special-purpose vouchers targeted to the elderly, should they become available
  - The Main -Stream application for 75 mainstream vouchers.
- Develop senior housing
  - Orchard Gardens
- Seek ways to integrate supportive services in existing public housing
  - The Tenant Services Manager does referral for whatever type of services that the client requires.

### **Need: Specific Family Types: Families with Disabilities**

**Strategy 1:** Target available assistance to families with disabilities by:

- Apply for special-purpose vouchers targeted to families with disabilities , should they become available
  - The MainStream Application for 75 vouchers.
- Affirmatively market to local non-profit agencies that assist families with disabilities.
  - The local non-profit agencies are being worked with when there are units available.
- Seek public support and financial assistance to pursue Woodgate development
  - Three years have been trying to get financial assistance to build Woodgate.

### **Need Affordable housing for the elderly**

**Strategy 1:** Remain competitive in the market by maintaining our quality service

- The Orchard Gardens project
- The VNA program covers all projects, there just needs to be transportation provided to North Acres.
- Work with ENOA

**Strategy 2:** Keep informed on changes in the local housing market (such as the construction of assisted living units)

- The building of Orchard Gardens

**Strategy 3:** Strengthen existing relationships with service providers to meet the growing needs of our residents for supportive services.

- VNA nursing service
- ENOA referrals

### **Need affordable housing for low income families**

**Strategy 1:** Evaluate the feasibility of converting 2 one-bedroom units into 1 two-bedroom unit.

#### ➤ **Proposed Deletion**

This needs to be deleted; it is unobtainable.

### **Need: Affordable housing in the country**

**Strategy 1:** Explore the options of extending our services to the country population using marketing and outreach methods.

- Send Annual reports.
- Send Newsletters.

### **ANNUAL PLAN:**

Ms Dikkers gave a report on the annual plan components.

### **Eligibility, Selection and Admission:**

The Management Staff and resident advisory committee recommended the following change be made:

- Delete the preferences and use **DATE AND TIME ONLY**

**Deconcentration** – Elderly complexes are excluded from complying with this requirement. DCHA needs to determine what the incomes are of the tenants living in the single family houses and compare with the income of the area.

**Pets in Public Housing**-The Pet Agreement developed with input from last years Residents Advisory Committee was distributed. Ms. Dikkers asked the committee to come to the next meeting prepared to finalize the agreement.

Ms. Dikkers discussed the Community Service Requirements, which applies to the PH Low-Rent program, only. See the handout for the information.

Commissioner Britt was concerned about the Section 8 tenants being able to afford rent deposits. Mr. Moctezuma explained that most states require first and last month deposits. Ms. Dikkers stated that Nebraska law allows landlord's to charge up to two months rent for a security deposit. The occupancy level dictates the amount a landlord will charge. Many of our Landlords charge less than a full month's rent. Commissioner Britt discussed Section 8 tenants being able to port. Staff's response was that is standard procedure for all of the housing authorities.

### **Rent Determination:**

The Management staff and Resident Advisory Committee made the following recommendation:

- All families will be required to report any change in income or allowable expenses between annual reexaminations. Annual income changes of \$2,000 or greater will require an interim reexamination.
- Mr. Plutschinski asked, "what would be done if there was a decrease in income or change in allowable expenses?"

Ms. Callahan stated, "that an interim will be required if there is a \$200 or more decrease in income or change in allowable expenses."

**Special Reexaminations** – If a family's income is too unstable to project for twelve (12) months, including families that temporarily have NO INCOME, the Douglas County Housing Authority shall schedule special reexaminations every quarter until the income stabilizes and an annual income can be determined.

Commissioner Reimers questioned if the zero income was for the homeless. Ms. Dikkers responded that DCHA is not sure why they have zero incomes, but if there is a situation of zero income, it creates the necessity to conduct quarterly reexaminations.

**Payment Standard-**

Ms. Callahan requested the payment standard be changed to 100% of the published Fair Market Rents on all bedroom sizes.

**Resident Commissioner Requirement**

There are now seven Commissioners on the board. One is designated as the Resident Commissioner.

**Notice Requirements**

August notification was sent out in the Independence Newsletter.

August 28, meeting with the Tenant Advisory Committee

September 12, meeting with the Tenant Advisory Committee

October meeting with Section 8 Landlords

October 15<sup>th</sup> Publication of Plan

Notice of Public Hearing in World Heard, Post Gazette and Omaha Star

Posting of Public Hearing Notice at: County and City Offices (County Board of Commissioners, Ralston, Valley, Bennington, Elkhorn, Waterloo) Social Service Agencies (Family Housing Advisory Services, NDHH, ENOA, Legal Aid, GOCA) Neighborhood Churches (including Valley, Bennington, Elkhorn, Waterloo)

December 1<sup>st</sup> Public Hearing @ North Acres

December 22<sup>nd</sup> Board Approval of Authority Plans

January 1<sup>st</sup> Submit Plans to HUD

**Other Commissioner Recommendations**

Commissioner Reimers suggested there be someone from each four-plex to represent and suggest what is needed for the senior complexes. Mr. Moctezuma brought up the fact he has tried to organize resident organizations at each senior complex, but has not had any success.

**NEXT SCHEDULED MEETING: Friday, September 12, 2000 10:00 A.M. – 12:00 P.M.**

Review 5-Year Capital Improvement Plan, solicit ideas and suggestions from residents, Drafts of the Agency Plan, discuss revisions, and recommend the Draft Plan for Board review.

**RESIDENT ADVISORY COMMITTEE MEETING  
SEPTEMBER 12, 2000 10 AM – NOON**

*The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Tuesday, September 12, 2000, in the boardroom of the Douglas County Housing Authority.*

**Twelve people attended the meeting:**

Joan Dikkers, Executive Director

Ruth Britt, Resident Commissioner on DCHA Board

Carolyn Elledge, Executive Assistant  
Skip Rice, Assistant Executive Director  
Deanna Callahan, Section 8 Housing Program Director  
Ken Nielsen, Maintenance Foreman  
Julie Magnuson, Resident of North Acres  
Withold Plutschinski, Resident of North Acres  
Dorothy Reimers, Commissioner on DCHA Board  
Angelo Moctezuma, Tenant Services Manager, FSS Coordinator  
Chea Midder, Section 8  
Sue Kleider, Rental Housing Program Director

One of the suggestions made by Ms. Callahan was to have the payment standard set at 100% of the FMR for all bedroom sizes.

Ms. Dikkers gave a handout on the needs and strategies, which will be included in the annual plan. The accomplishments made in meeting the needs will be shown in the annual plan.

Need: Shortage of affordable housing for all eligible populations  
Strategy 2: DCHA received the 87 Fair Share Allocation Voucher on September 6<sup>th</sup>.

The Financial Resources shown are what HUD wants to see in the Annual Plan.

**Eligibility, Selection and Admission:**

The Management Staff and resident advisory committee recommended the following change be made:

- Delete the preferences and use **DATE AND TIME ONLY**

Ms. Callahan stated most housing authorities use date and time only because it is easier to maintain the waitlist.

Currently criminal background checks are done on those who claim drug activity or felony convictions on their application.

Ms. Magnuson asked, “wouldn’t it be easier to do a check on all applicants?”

Ms. Dikkers replied, “everyone over the age of 18 would need to be processed and that is a lot of people”.

Ms. Callahan stated that it would be cost prohibitive.

The Community Service Requirement states this requirement applies to the PH Low-Rent program only. Mr. Moctezuma will be monitoring the progress of tenants who are required to comply with this regulation. Every able bodied household member over the age of 18 that does not work, is not in school, or in an FSS program will be required to do eight (8) hours of community service each month.

If a tenant receiving TANF is in non-compliance with the TANF program, the rent will not be reduced.

Mr. Plutschinski, asked “ does that apply to MEDICAID?”

Ms. Dikkers, answered, “it does not apply.”

Ms. Britt, asked, “ what happens if the TANF assistance is lost through no fault of their own?”

Ms. Dikkers and Ms. Callahan stated a verification form is completed, showing if it was their fault, or not their fault.

Ms Britt was concerned about those who loss the TANF through no fault of their own. Ms Dikkers again confirmed that it only applies to those who are in non-compliance.

The Organizational chart will be added to the agency plan this year.

There will be a section 8 landlord meeting on October 11, 2000 to review the plan and the Section 8 Tenant Based merger.

Ms. Britt asked, "how will the landlords be notified of the October 11, 2000 meeting?"

Ms. Dikkers replied, "Ms. Callahan will be sending out a special flyer to all of the landlords."

Ms. Britt wanted to know how new landlords would be contacted.

Ms. Dikkers asked Ms. Britt to give Ms. Callahan the name of any landlord who would be interested in attending this meeting.

#### **PET POLICY:**

Management agreed that the resident agreement needs to pay \$150 refundable deposit.

Add #5 on page 5. Small caged pets – wire or glass, such as guinea pigs, hamsters and gerbils, one pet only.

Ms. Reimers questioned "if your cat got larger than 20 pounds what would happen?"

Ms. Dikkers said that should not be a problem.

Ms. Kleider stated one of the housing specialists had suggested a designated exercise area.

Ms. Kleider suggested the changes on Page 3 VIII #A, should be changed to read, The pet must be on a leash at all times when on the grounds of the complex or dwelling unit. The second line will read "Single family units the pet must be on a leash, in a fenced area, or a dog run/kennel.

Ms. Magnuson was concerned about the visitors that bring in pets. On page 4, N. will be changed, Visitors or guest must follow pet agreement rules, and the tenant is responsible for pet guest's behavior.

Mr. Plutschinski stated that if an area is designated for pets, it has to be accessible.

Ms. Dikkers asked, "do you think the plan is workable?"

Mr. Plutschinski felt the plan is 99% workable.

The tenant has to receive prior approval from DCHA to pet set and if the time limit is beyond two weeks, a pet deposit will be required.

Ms. Britt questioned #E on Page 4 because some tenants cannot carry their pets.

Mr. Nielsen stated this policy was because some dogs are uncontrollable.

It was agreed that #E on Page 4 be removed.

Ms. Kleider felt something needed to be put outside the community center to tie a leash to.

Ms. Magnuson gave Ms. Dikkers the information that cats do have to be licensed.

Page 1, #II C. All city and county ordinances that apply.

Mr. Plutschinski is concerned that all pets are vaccinated.

Ms. Magnuson said it is the tenant's responsibility to take care of pets.

Ms. Kleider page 2 needs to be changed to read and the HUD low rent single family dwelling.

Ms. Kleider was concerned about single family units using the garage for the cage.

This would be a violation if not abiding by the pet agreement.

Ms. Dikkers, Page 4. #D needs to be changed from the complex to dwelling unit.

Letter H. needs to be added Tenant must maintain the unit in a decent safe, sanitary conditions with regard to pet care and clean up. Ms. Kleider will do the wording of this addition.

Mr. Nielsen started on Page 3 #B 1. Dogs should be changed to 10 Hours.

Ms. Magnuson stated that caged pets needs to be added to the list, caged pets- 24 hours.

Ms. Kleider said, "at the management retreat, Page 2 V, B. needs to include no rabbits.

There was a consensus on that statement.

Ms. Britt was concerned about Page 5 #G in relation to scattered site.

Ms. Dikkers stated this statement will be added, may impose a fine based on damage and clean up.

#### **5 YEAR CAPITAL IMPROVEMENT PLAN**

Ms. Dikkers and Mr. Nielsen worked on a 5year plan in 1999, and established a 5-year plan for all properties.



Ms. Dikkers said everyone should submit written suggestion for what you want on the plan to Mr. Nielsen, Ms. Kleider or Mr. Rice.

Ms. Reimers asked, "if the alarm system had been completed at Benn View I?"

Mr. Nielsen stated, "it had been completed."

Ms. Reimers solicited input from Benn View residents by asking a representative from each building to submit recommendations. To date she received three recommendations. They were submitted to Mr. Nielsen.

Ms. Reimers is still waiting on a response from other representatives.

Benn View residents are concerned about landscaping.

Ms. Magnuson wanted to find out if an emergency cord could be in the laundry room.

Ms. Kleider suggested that Benn I needs trees.

Ms. Dikkers agreed that the Benn View plan should include landscaping.

Ms. Dikkers felt Mr. Nielsen needs proposals and estimates for ideas for landscaping from a nursery.

Ms. Magnuson was concerned about too many trips to the Casino's, and had a handout about gambling.

Ms. Dikkers will talk about the casino trips with the TSM.

Ms. Dikkers called for a motion to be made that all changes to the annual plan and pet policy are approved.

Motion made by Ms. Magnuson to accept all changes and revisions to annual plan and pet policy.

Second by Ms. Reimers, unanimously approved by all present.

## ATTACHMENT B – Progress in Meeting The Five Year Goals

### Five Year Plan Goals & Progress

1. Build community and business partnerships. *(1) Currently working with the Omaha Housing Authority (OHA) to buy our Woodgate Project. (2) FSS Coordinator is working with several other PHAs to form a joint FSS Program Coordinating Committee. (3) Maintenance is working with OHA to buy in bulk.*
2. Provide variety and affordable housing opportunities. *(1) Applied for received 87 Fair Share Allocation Vouchers. (2) Applied for 75 Mainstream Housing Vouchers for Persons with Disability. (3) Working on a homeownership program. (4) Developing Orchard Gardens housing for elderly, both assisted living and independent apartments.*
3. Provide Self-Sufficiency opportunities. *(1) Coordinated a Job Fair for clients with several local businesses.*
4. Enhance effective business relationships between DCHA and Section 8 Tenant-Based landlords. *(1) Developed a comprehensive Landlord Orientation presentation and scheduled our second landlord orientation meeting for October 11, 2000. (2) Increased the number of Section 8 landlords by more than 5 during this past fiscal year.*
5. Enhance operational effectiveness *(1) Developing a comprehensive SOP manual scheduled for completion by March 31, 2001. (2) Commissioners Britt and Reimers attending a Commissioner Training and Ms. Reimers is scheduled to attend a Commissioners' Fundamentals Seminar on October 27-28, 2000.*

## **ATTACHMENT C – Resident Membership of the PHA Governing Board**

The Housing Reform Act of 1998 included a requirement to appoint at least one ***resident commissioner*** to the board of commissioners. Douglas County Housing Authority recently revised its By-laws to increase the number of board members to seven (7) in order to comply with this requirement.

The current Board of Commissioners includes one resident commissioner, Ruth Britt, whose term ends 5/21/2004. Another commissioner at large, Dorothy Reimers, is also a tenant of the housing authority's Benn View Apartments in Bennington, Nebraska. Douglas County Housing Authority will advertise for a resident commissioner in its quarterly newsletter, The Independence, as openings occur. Interested persons will be asked to submit a brief resume, and attend an orientation on the role and responsibilities of commissioners. If still interested after attending an orientation, the names and resumes will be sent to the Douglas County Board of Commissioners, to select a resident commissioner to fill our ***Resident Commissioner*** vacancy.

## ATTACHMENT D – FY 2000 Resident Survey Follow-up Plan

DCHA received a 74.9% score on the Safety section of the FY 2000 Customer Service and Satisfaction Survey issued by HUD to our Low Rent tenants. To comply with the required follow-up plan an article on the survey results and the action DCHA took was published in our May 2000 Newsletter, which is distributed to all of our clients. There were three questions that resulted in the score being under 75%. The three concerns raised from the low score include:

- ✓ ***Tenants perception that bad lighting contributes to crime in their development.*** We have answered this concern by installing higher laminates in all the outside lights at our North Acres senior complex. This has greatly increased the lighting at the complex. And should improve, if not eliminate, any further concern that bad lighting contributes to crime at North Acres.
- ✓ ***We received a 17.4% score for question number 11 regarding managements action if a resident breaks the rules in the lease.*** I don't think that it is another resident's right to know the private and sometimes confidential nature of how management handles a resident's lease violation. Most of the time the violations can be corrected without negative consequences, and protecting the privacy of our residents is very important. This question should be removed or rewritten.
- ✓ ***We received a 40% score for question number 12 regarding tenants knowledge of crime prevention programs.*** We only have one development in our HUD low rent housing stock, and at the North Acres tenant meetings we have brought in law enforcement agents to discuss crime prevention with the elderly tenants. To assist the families living in the single family houses, our May 2000 newsletter included crime prevention tips and a listing of emergency phone numbers as a resource for the residents.

For the past several years Douglas County Housing Authority has issued its own Customer Satisfaction Survey to all its clients in the summer newsletter. This survey was included in the May 2000 newsletter. The survey and its results are available for review.

## ATTACHMENT E – Project Basing Section 8 Tenant-Based Vouchers

Following is the revised policy for project basing and can be found in the Administrative Plan.

### 1.9 PROJECT BASED VOUCHER PROGRAM PROCESS

**Purpose:** To assist with utilization of the Section 8 Tenant-Based Voucher program, to expand housing opportunities for disabled persons, to deconcentrate poverty, to encourage participation by new landlords, the Douglas County Housing Authority will use Section 8 tenant-based vouchers for project-based assistance.

**Unit Selection and Owner Application:** The Rental Housing Program Director is responsible for selecting the Project Based units that will be subsidized based on the criteria established. Consideration will be give to units that are west of 72<sup>nd</sup> Street, north of Harrison Street, and south of Washington County line and within the County of Douglas, Nebraska, including units available to persons with disability or that are handicapped accessible. Douglas County Housing Authority will utilize a limit up to 140 tenant-based vouchers for project-based assistance. The advertisement to interested owners will be published in a newspaper of general circulation, and any other appropriate media once a week for three consecutive weeks. Landlords interested in responding to the advertisement will be asked to submit a letter of interest to the Douglas County Housing Authority.

***Only applications submitted in response to the advertisement will be considered.*** Once DCHA receives a letter of interest from the owner/landlord, an application of participation will be mailed that includes a request for the following:

- ☐ Owner/Landlord name, address and phone numbers
- ☐ Project name and address
- ☐ Number of buildings
- ☐ Number of units in each building
- ☐ Rent charged by bedroom size
- ☐ Number of units available to disabled or that are handicapped accessible

**Limit on Project Based Vouchers:** A limit of 20% of the tenant-based units will be used for project-based assistance and no more than 25% in any one building within an apartment complex. ***Single family properties and dwelling units specifically for elderly families, disabled families (as defined in 5 CFR 5.403(b)), or families receiving supportive services are exempt.***

**Waiting List Management:** Douglas County Housing Authority has selected the option of maintaining a separate waiting list for the project-based units. All DCHA tenant-based waiting list families who were on the tenant-based waiting list when the project-based program was initiated will be offered an initial opportunity to be placed on both waiting lists.

Once the project-based waiting list has been established and an applicant denies an offer or whom the owner of the housing rejects, the applicant will be dropped from the project-based waiting list.

The project-based waiting list will be maintained in accordance with the tenant-based policies (*reference section 4.0*).

**Eligibility and Selection Process:** The Rental Housing Program Director is responsible for coordinating the applicant eligibility and selection process for the Project-Based assistance. This includes the issuance of the Request for Tenancy Approval packet after the applicant has been determined eligible.

Douglas County Housing Authority will refer project-based applicants to housing units from the waiting list according to bedroom size and the selection policies found in the Administrative Plan (*reference section 5.0*).

**Family Eligibility, Selection, Income and Rent Portion Determination:** The project-based program policy and procedures for these processes are the same as followed for the tenant-based units. (*reference Sections 3.0; 5.0; 6.0; 9.0; 10.0 and 11.0*).

**Landlord HAP Contract Term and Extensions:** The Section 8 staff is responsible for approving the Request for Tenancy on all project-based units after an applicant has been determined eligible and has selected a project-based unit.

Douglas County Housing Authority will enter into a HAP contract with the owner of the project-based unit for an initial period of one year. The contract may be extended after the initial period contingent upon the future availability of appropriated funds.

The HAP contract with owner/landlord will allow a vacant unit payment for up to 60 days for a unit that becomes vacant after commencement of assisted occupancy by a family. Such payments may only be made if the vacancy is not the fault of the owner, and the owner takes *every reasonable action* to minimize the likelihood and extent of vacancies.

**Maximum Rent and Rent Adjustments:** The initial HAP Contract shall establish gross rents (utility allowance and rent charged by owner) that do not exceed 110% of the established Fair Market Rent, or any HUD approved *exception payment standard*.

Rent adjustments MUST be reasonable in comparison with rents charged for comparable units in the private unassisted local market. Just as in the regular tenant-based program the initial and adjusted rent to owner must be reasonable in relation to rents charged in the private market for comparable unassisted units.

**Family Choice to move with assistance:** The HAP contract must provide that a family may move out of a project-based unit after 12 months. If a family moves out

of its project-based unit at any time after the first year of assisted occupancy, the PHA must offer the family available tenant-based rental assistance. Such assistance must be provided according to the rules and regulations of the Housing Voucher Choice program.

**Unit Inspections; Reexaminations; Portability; Terminations; Complaints:** The project-based program policy and procedures for these processes are the same as followed for the tenant-based units. (*reference Sections 12.0; 14.0; 8.0; 15.0 and 16.0*)

## **ATTACHMENT F – Implementation of Public Housing Resident Community Service Requirements**

### **COMMUNITY SERVICE PROCESS:**

1. **Housing Specialist** sends a notification to each HUD low-rent tenant who is not exempt from the Community Service requirement. The notice is sent once the annual reexamination process determines that the family member(s) is not exempt. The notice explains the non-exempt participants obligation to become employed, participate in an approved self-sufficiency program or complete 8 hours of community service per month in order to continue receiving housing assistance.
2. The Housing Specialist completes a Notice to Tenant Services Manager form for each non-exempt household member who is 18 years of age or older. These forms along with a copy of the family's notification letter are sent to the Tenant Services Manager.
3. The Tenant Services Manager contacts the participant and sets up an initial meeting.
4. The Tenant Services Manager provides the participant an explanation of the requirements and his/her options for complying with the requirement (work, self-sufficiency or community service).
5. The participant is required to execute an agreement that certifies which option the participant has selected
6. Participants who choose the Community Service option over the Self-Sufficiency option receive a Volunteer Program Card and a list of potential volunteer opportunities. The Volunteer Program Card is to be completed by the volunteer agency supervisor.
7. The participant is required to submit completed Volunteer Program Card by the first Friday of each month. The supervisor is advised to keep a copy for his/her record.
8. The Tenant Services Manager monitors all participants and follows 14.6 Notification of Non-Compliance with Community Service in the ACOP policy. A file is created for each participant.
9. The Tenant Services Manager notifies the Rental Housing Program Director of any participant who is in non-compliance with this requirement. The notice will state the reason for non-compliance.
10. The Rental Housing Program Director sends the participant determined to be in non-compliance a notification letter. The letter includes information regarding the termination of the family's lease and that the determination is subject to the grievance procedure (see Grievance Procedure).



## **ATTACHMENT G – Pet Policy**

The Douglas County Housing Authority adopted a new Pet Agreement and Policies that is included as a supporting document to this annual plan. Following is a list of the important requirements included in the Pet Agreement and Policies document.

- ❑ The owner must provide a Veterinarian's Certificate that the pet is in good health, has had the necessary vaccinations, inoculations and booster shots, is spayed or neutered and de-clawed in the appropriate cases. This certificate must be updated annually.
- ❑ The resident agrees to pay a refundable pet deposit of \$150.00 and further agrees to pay any additional cost due to damage caused by the pet.
- ❑ Only one pet is allowed from one of the following categories:
  - Dogs – Maximum size of 20 lbs.
  - Cats - Maximum size of 20 lbs. And 15 inches in height when full grown
  - Birds – Maximum number of 2 and restricted to love birds, finches, or parakeets
  - Fish – Maximum size of aquarium is limited to 5 gallon
  - Caged Pets – Maximum number is one. Only guinea pigs, hamsters and gerbils will be allowed.
- ❑ Pets must not be unattended as specified below:
  - Dogs – 10 hours
  - Cats – 12 hours
  - Birds – 24 hours
  - Fish – 24 hours
  - Caged Pets – 24 hours
- ❑ All pet owners are required to sign the Pet Agreement and Policies document.

| UNIT ADDRESS/YR. BUILT                         | Repairs Needed | YEAR | YEAR | YEAR | YEAR | YEAR | ACCT | ACCT | ACCT | ACCT | ACCT | ACCT | ACCT |
|--|----------------|------|------|------|------|------|------|------|------|------|------|------|------|
|  |                | 2000 | 2001 | 2002 | 2003 | 2004 | 1406 | 1408 | 1410 | 1450 | 1460 | 1465 | 1466 |
| DCHA Fiscal Year End Utilization of funds..... |                | 2001 | 2002 | 2003 | 2004 | 2005 |      |      |      |      |      |      |      |

|   |                        |         |          |
|---|------------------------|---------|----------|
| 206 CONDRON VALLEY NE.<br>1986            | 1. Carpet              | \$1,500 | \$ 1,500 |
|   | UNIT TOTAL...          |         |          |
| 2006 NO. 191ST AVE<br>ELKHORN NE.<br>1979 | 1. Roof                | \$3,000 | \$ 3,000 |
|   | 2. Deck repairs        | \$958   | \$ 958   |
|   | 3. Landscaping         | \$550   | \$ 550   |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 2212 NO. 143RD CIR<br>1980                | 1. Appliances          | \$1,000 | \$ 1,000 |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 2712 NO. 143RD AVE<br>1980                | 1. Carpet              | \$1,500 | \$ 1,500 |
|   | 2. Formica in bathroom | \$500   | \$ 500   |
|   | 3. Waterheater         | \$350   | \$ 350   |
|   | 4. Replace deck        | \$2,000 | \$ 2,000 |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 4724 SO. 78TH ST.<br>RALSTON 1978         | 1. Carpets             | \$1,700 | \$ 1,700 |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 4820 NO 130TH CIR.<br>1974                | 1. Kitchen linoleum    | \$750   | \$ 750   |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 5176 So. 148th Cir.<br>1981               | 1. Furnace             | \$2,000 | \$ 2,000 |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 5412 NO. 127TH ST.<br>1988                | 1. Carpet              | \$1,500 | \$ 1,500 |
|   | 2. Water heater        | \$350   | \$ 350   |
|   | 3. Landscaping         | \$550   | \$ 550   |
| Totals...                                 | UNIT TOTAL...          |         |          |
| 5628 SO. 138TH AVE.<br>1976               | 1. Carpet Throughout   | \$1,500 | \$ 1,500 |
| Totals...                                 | UNIT TOTAL...          |         |          |

|                            |                         |         |         |          |
|----------------------------|-------------------------|---------|---------|----------|
| 5719 NO. 128TH ST.<br>1988 | 1. Water heater         |         | \$350   | \$ 350   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 5720 NO. 107TH ST.<br>1986 | 1. Siding               | \$5,000 |         | \$ 5,000 |
|                            | 2. Water heater         |         | \$350   | \$ 350   |
|                            | 3. Garagedoor           | \$400   |         | \$ 400   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 6207 SO. 51ST ST.<br>1982  | 1. Air Conditioner      |         | \$1,400 | \$ 1,400 |
|                            | 2. Furnace              |         | \$2,000 | \$ 2,000 |
|                            | 3. Roof                 |         | \$2,200 | \$ 2,200 |
|                            | 4. Carpet in Bedrooms   | \$1,000 |         | \$ 1,000 |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 6517 SO.137th ST.<br>1976  | 1. Water heater         |         | \$350   | \$ 350   |
|                            | 2. Landscaping          |         | \$600   | \$ 600   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 6639 SO. 151ST ST.<br>1978 | 1. Air Conditioner      |         | \$1,500 | \$ 1,500 |
|                            | 2. Furnace              |         | \$2,000 | \$ 2,000 |
|                            | 3. Appliances           |         | \$500   | \$ 500   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 7331 NO. 80TH ST.<br>1986  | 1. Carpet               | \$1,500 |         | \$ 1,500 |
|                            | 2. Water heater         |         | \$350   | \$ 350   |
|                            | 3. Driveway replacement | \$4,000 |         | \$ 4,000 |
|                            | 5. Roof Replacement     |         | \$2,200 | \$ 2,200 |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 7629 NO. 80TH ST.<br>1986  | 1. Water heater         | \$350   |         | \$ 350   |
|                            | 2. Deck repairs         | \$500   |         | \$ 500   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 11316 KANSAS PLAZA<br>1976 | 1. Appliances           | \$742   |         | \$ 742   |
|                            | 2. Siding               |         | \$5,000 | \$ 5,000 |
|                            | 3. Bedroom carpet       | \$1,000 |         | \$ 1,000 |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 12718 ERSKINE<br>1979      | 1. Front Porch          | \$750   |         | \$ 750   |
| Totals...                  | UNIT TOTAL...           |         |         |          |
| 13017 BROWN ST.            | 1. Kitchen Cabinets     |         | \$3,000 | \$ 3,000 |

|                         |                        |         |         |         |         |         |        |          |
|-------------------------|------------------------|---------|---------|---------|---------|---------|--------|----------|
| 1975                    | 2. Water heater        | \$350   |         |         |         |         |        | \$ 350   |
|                         | 3. Roof                | \$2,000 |         |         |         |         |        | \$ 2,000 |
|                         | 4. Kitchen floor       |         |         |         |         | \$750   |        | \$ 750   |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 15321 Davenport Circle  | 1. Carpet              | \$1,750 |         |         |         |         |        | \$ 1,750 |
| 1977                    | 2. Siding              |         | \$5,000 |         |         |         |        | \$ 5,000 |
|                         | 3. Roof                |         |         |         |         | \$2,500 |        | \$ 2,500 |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 23712 CEDAR DRIVE       | 1. Furnace             |         |         |         |         |         |        |          |
| WATERLOO 1974           |                        |         |         |         |         |         |        |          |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| Misc. 003 Inventory     | 1. Refrigerator        | \$500   | \$500   | \$500   | \$500   | \$500   |        | \$ 2,500 |
|                         | 2. Oven                | \$350   | \$350   | \$350   | \$350   | \$350   |        | \$ 1,750 |
|                         | 3. Water heater        | \$350   | \$350   | \$350   | \$350   | \$350   |        | \$ 1,750 |
|                         | 4. Paint               | \$200   | \$200   | \$200   | \$200   | \$200   |        | \$ 1,000 |
|                         | 5. Carpeting           | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 |        | \$ 7,500 |
|                         | 6. Stormdoors          | \$250   | \$250   | \$250   | \$250   | \$250   |        | \$ 1,250 |
|                         | 7. Faucets & disposals | \$200   | \$200   | \$200   | \$200   | \$200   |        | \$ 1,000 |
|                         | 8. Painting exteriors  | \$1,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |        | \$ 9,000 |
|                         | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 003 TOTALS.....         |                        |         |         |         |         |         |        |          |
| 004 HOUSES (22)         |                        |         |         |         |         |         |        |          |
| 2705 NO. 126TH AVE. CIR | 1. Air conditioner     | \$1,400 |         |         |         |         |        | \$ 1,400 |
| 1979                    | 2. Furnace             | \$2,000 |         |         |         |         |        | \$ 2,000 |
|                         | 3. Deck Steps          | \$300   |         |         |         |         | \$ 300 |          |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 4214 NO. 131ST ST.      | 1. Siding              |         |         | \$5,000 |         |         |        | \$ 5,000 |
| 1991                    | 2. Landscaping         |         | \$500   |         |         |         | \$ 500 |          |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 4230 NO. 129TH AVE      | 1. Water heater        |         |         |         |         | \$350   |        | \$ 350   |
| 1975                    |                        |         |         |         |         |         |        |          |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 5120 MADISON ST.        | 1. Waterheater         |         |         |         |         | \$350   |        | \$ 350   |
| 1984                    | 2. Carpet              |         |         |         |         | \$1,500 |        | \$ 1,500 |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |
| 5277 NO. 110TH CIR.     | 1. Water heater        |         |         |         |         | \$350   |        | \$ 350   |
| 1987                    | 2. Cabinets            | \$2,000 |         |         |         |         |        | \$ 2,000 |
| Totals...               | UNIT TOTAL...          |         |         |         |         |         |        |          |

|                             |                              |         |         |          |
|-----------------------------|------------------------------|---------|---------|----------|
| 5712 SO. 155TH ST.<br>1979  | 1. Air conditioner           | \$1,400 |         | \$ 1,400 |
|                             | 2. Furnace                   | \$2,000 |         | \$ 2,000 |
|                             | 3. Water heater              |         | \$350   | \$ 350   |
|                             | 4. Deck Work                 | \$1,000 |         | \$ 1,000 |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 8455 GEILER AVE.<br>1985    | 1. Replace Entryway Flooring | \$500   |         | \$ 500   |
|                             | 2. Retaining Wall            | \$2,200 |         | \$ 2,200 |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 10610 HIMEBAUGH<br>1989     | 1. Water heater              |         | \$350   | \$ 350   |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 11220 CADDY CIR.<br>1983    | 1. Air conditioner           |         | \$1,400 | \$ 1,400 |
|                             | 2. Furnace                   |         | \$2,000 | \$ 2,000 |
|                             | 3. Driveway                  | \$5,000 |         | \$ 5,000 |
|                             | 4. Retaining Wall            | \$2,000 |         | \$ 2,000 |
|                             | 5. Water heater              |         | \$350   | \$ 350   |
|                             | 6. Roof Replacement          | \$2,200 |         | \$ 2,200 |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 11259 ERSKINE<br>1984       | 1. Roof Replacement          |         | \$2,200 | \$ 2,200 |
|                             | 2. Air Conditioner           |         | \$1,400 | \$ 1,400 |
|                             | 3. Furnace                   |         | \$2,000 | \$ 2,000 |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 12112 BURDETTE CIR.<br>1979 | 1. Air conditioner           |         | \$1,400 | \$ 1,400 |
|                             | 2. Furnace                   |         | \$2,000 | \$ 2,000 |
|                             | 3. Roof                      |         | \$2,300 | \$ 2,300 |
|                             | 4. Water heater              |         | \$350   | \$ 350   |
|                             | 5. Carpeting                 | \$1,500 |         | \$ 1,500 |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 12677 CROWN POINT<br>1988   | 1. Carpet                    | \$1,500 |         | \$ 1,500 |
|                             | 2. Water heater              |         | \$350   | \$ 350   |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 12733 FOWLER CIRCLE<br>1974 | 1. Siding                    |         | \$5,000 | \$ 5,000 |
|                             | 2. Water heater              |         | \$350   | \$ 350   |
|                             | 3. Retaining wall            | \$1,200 |         | \$ 1,200 |
|                             | 4. Porch                     | \$750   |         | \$ 750   |
| Totals...                   | UNIT TOTAL...                |         |         |          |
| 13024 LAUREL AVE.<br>1989   | 1. Carpet                    | \$1,500 |         | \$ 1,500 |
|                             | 2. Water heater              |         | \$350   | \$ 350   |

|                       |                     |       |       |       |       |         |  |          |  |
|-----------------------|---------------------|-------|-------|-------|-------|---------|--|----------|--|
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 13087 MEREDITH        | 1. Siding           |       |       |       |       | \$5,000 |  | \$ 5,000 |  |
| 1974                  | 2. Deck Replacement |       |       |       |       | \$5,000 |  | \$ 5,000 |  |
|                       | 3. Retaining Wall   |       |       |       |       | \$2,500 |  | \$ 2,500 |  |
|                       | 4. Water heater     |       |       |       |       | \$350   |  | \$ 350   |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 13138 BURDETTE CIRCLE | 1. Roof             |       |       |       |       | \$2,200 |  | \$ 2,200 |  |
| 1973                  |                     |       |       |       |       |         |  |          |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 15320 SARPY CIR.      | 1. Furnace          |       |       |       |       | \$2,000 |  | \$ 2,000 |  |
| 1981                  | 2. Air conditioner  |       |       |       |       | \$1,400 |  | \$ 1,400 |  |
|                       | 3. Roof             |       |       |       |       | \$2,200 |  | \$ 2,200 |  |
|                       | 4. Appliances       |       |       |       |       | \$1,000 |  | \$ 1,000 |  |
|                       | 5. Siding           |       |       |       |       | \$5,000 |  | \$ 5,000 |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 15329 MONROE ST.      | 1. Water heater     |       |       |       |       | \$350   |  | \$ 350   |  |
| 1979                  |                     |       |       |       |       |         |  |          |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 15431 WESTCHESTER CI. | 1. Water heater     |       |       |       |       | \$350   |  | \$ 350   |  |
| 1978                  |                     |       |       |       |       |         |  |          |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 15717 2ND ST.         | 1. Carpet           |       |       |       |       | \$1,500 |  | \$ 1,500 |  |
| BENNINGTON NE. 1990   | 2. Siding           |       |       |       |       | \$5,000 |  | \$ 5,000 |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 15906 MARTHA CIR.     | 1. Furnace          |       |       |       |       | \$2,000 |  | \$ 2,000 |  |
| 1981                  |                     |       |       |       |       |         |  |          |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| 16462 PIERCE ST.      | 1. Air conditioner  |       |       |       |       | \$1,400 |  | \$ 1,400 |  |
| 1980                  | 2. Roof             |       |       |       |       | \$2,500 |  | \$ 2,500 |  |
|                       | 3. Carpet           |       |       |       |       | \$1,500 |  | \$ 1,500 |  |
|                       | 4. Water heater     |       |       |       |       | \$350   |  | \$ 350   |  |
| Totals...             | UNIT TOTAL...       |       |       |       |       |         |  |          |  |
| Misc. 004 Inventory   | 1. Refridgerator    | \$500 | \$500 | \$500 | \$500 | \$500   |  | \$ 2,500 |  |
|                       | 2. Oven             | \$350 | \$350 | \$350 | \$350 | \$350   |  | \$ 1,750 |  |
|                       | 3. Water heater     | \$350 | \$350 | \$350 | \$350 | \$350   |  | \$ 1,750 |  |
|                       | 4. Stormdoors       | \$250 | \$250 | \$250 | \$250 | \$250   |  | \$ 1,250 |  |
|                       | 5. Paint            | \$200 | \$200 | \$200 | \$200 | \$200   |  | \$ 1,000 |  |

|                        |         |         |         |         |         |  |          |
|------------------------|---------|---------|---------|---------|---------|--|----------|
| 6. Carpeting           | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 |  | \$ 7,500 |
| 7. Faucets & disposals | \$200   | \$200   | \$200   | \$200   | \$200   |  | \$ 1,000 |
| 8. Exterior painting   | \$2,000 | \$2,000 | \$2,000 | \$2,000 |         |  | \$ 8,000 |
| 9. Exterior painting   |         |         |         |         | \$2,000 |  | \$ 2,000 |
| Inventory Total        |         |         |         |         |         |  |          |

004 TOTALS.....

#### 005 HOUSES (4)

|                      |                 |         |  |  |       |  |          |
|----------------------|-----------------|---------|--|--|-------|--|----------|
| 6027 NO. 116TH PLAZA | 1. Water heater |         |  |  | \$350 |  | \$ 350   |
| 1978                 | 2. Carpeting    | \$1,000 |  |  |       |  | \$ 1,000 |
| Totals...            | UNIT TOTAL...   |         |  |  |       |  |          |

|                   |                 |  |  |  |       |  |        |
|-------------------|-----------------|--|--|--|-------|--|--------|
| 7417 NO. 80TH ST. | 1. Water heater |  |  |  | \$350 |  | \$ 350 |
| 1986              |                 |  |  |  |       |  |        |
| Totals...         | UNIT TOTAL...   |  |  |  |       |  |        |

|                  |               |  |  |  |  |  |  |
|------------------|---------------|--|--|--|--|--|--|
| 8066 REDICK AVE. |               |  |  |  |  |  |  |
| 1995             |               |  |  |  |  |  |  |
| Totals...        | UNIT TOTAL... |  |  |  |  |  |  |

|                     |               |  |  |  |         |  |          |
|---------------------|---------------|--|--|--|---------|--|----------|
| 15161 JEFFERSON ST. | 1. Siding     |  |  |  | \$5,000 |  | \$ 5,000 |
| 1978                |               |  |  |  |         |  |          |
| Totals...           | UNIT TOTAL... |  |  |  |         |  |          |

|                     |                        |         |         |         |         |  |          |
|---------------------|------------------------|---------|---------|---------|---------|--|----------|
| Misc. 005 Inventory | 1. Refridgerator       |         |         |         | \$500   |  | \$ 500   |
|                     | 2. Oven                |         |         | \$350   | \$350   |  | \$ 700   |
|                     | 3. Water heater        |         | \$350   |         | \$350   |  | \$ 700   |
|                     | 4. Stormdoors          |         | \$250   |         | \$250   |  | \$ 500   |
|                     | 5. Paint               |         | \$200   |         | \$200   |  | \$ 400   |
|                     | 6. Carpeting           |         | \$1,500 |         | \$1,500 |  | \$ 3,000 |
|                     | 7. Faucets & disposals |         | \$200   |         | \$200   |  | \$ 400   |
|                     | 8. Exterior painting   | \$1,000 | \$1,000 | \$1,000 | \$1,000 |  | \$ 4,000 |
|                     | Inventory Total        |         |         |         |         |  |          |

005 TOTALS.....

#### North Acres - 001 (5449 North 108th - Built in 1983)

|           |                             |         |  |  |         |  |          |
|-----------|-----------------------------|---------|--|--|---------|--|----------|
| Grounds   | 1. Sprinkler System Upgrade | \$3,000 |  |  | \$4,050 |  | \$10,050 |
|           | 2. Asphalt work             |         |  |  | \$4,350 |  | \$4,350  |
| Totals... | GROUND TOTAL...             |         |  |  |         |  |          |

|                     |                             |         |       |       |       |       |          |
|---------------------|-----------------------------|---------|-------|-------|-------|-------|----------|
| Building One        | 1. Window blinds            | \$1,000 |       |       |       |       | \$ 1,000 |
| APTS. # 05,07,09,11 | 2. Window glass replacement |         |       |       | \$250 |       | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200 | \$200 | \$200 | \$200 | \$ 1,000 |
|                     | 4. Carpet                   |         | \$800 |       | \$800 |       | \$ 1,600 |

|                     |                             |         |         |       |         |       |          |
|---------------------|-----------------------------|---------|---------|-------|---------|-------|----------|
|                     | 5. Concrete work            | \$500   |         |       |         |       | \$ 500   |
|                     | 6. Water heaters            | \$350   | \$350   | \$350 |         |       | \$ 1,050 |
|                     | 7. Air conditioners         | \$1,400 | \$1,400 |       |         |       | \$ 2,800 |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |         |       | \$ 2,400 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
| Totals...           | BUILDING TOTAL...           |         |         |       |         |       |          |
| Building Two        | 1. Window Blinds            | \$1,000 |         |       |         |       | \$ 1,000 |
| APTS. # 15,17,19,21 | 2. Window glass replacement |         |         | \$250 |         |       | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200   | \$200 | \$ 1,000 |
|                     | 4. Carpet                   | \$800   |         | \$800 | \$1,600 |       | \$ 3,200 |
|                     | 5. Concrete work            | \$500   |         |       |         |       | \$ 500   |
|                     | 6. Water heaters            | \$350   | \$350   | \$350 |         |       | \$ 1,050 |
|                     | 7. Air conditioners         | \$2,800 | \$1,400 |       |         |       | \$ 4,200 |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |         |       | \$ 2,400 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
| Totals...           | BUILDING TOTAL...           |         |         |       |         |       |          |
| Building Three      | 1. Window Blinds            | \$1,000 |         |       |         |       | \$ 1,000 |
| APTS. # 23,25,27,29 | 2. Window glass replacement |         |         | \$250 |         |       | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200   | \$200 | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 | \$800   |       | \$ 3,200 |
|                     | 5. Concrete work            | \$500   |         |       |         |       | \$ 500   |
|                     | 6. Water heaters            | \$350   | \$350   | \$350 |         |       | \$ 1,050 |
|                     | 7. Air conditioners         | \$1,400 | \$2,800 |       |         |       | \$ 4,200 |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |         |       | \$ 2,400 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
|                     | 10. Stucco repairs          | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
| Totals...           | BUILDING TOTAL...           |         |         |       |         |       |          |
| Building Four       | 1. Window Blinds            | \$1,000 |         |       |         |       | \$ 1,000 |
| APTS. # 31,33,35,37 | 2. Window glass replacement |         |         | \$250 |         |       | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200   | \$200 | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 |         |       | \$ 2,400 |
|                     | 5. Concrete work            | \$500   |         |       |         |       | \$ 500   |
|                     | 6. Water heaters            | \$350   | \$350   | \$350 |         |       | \$ 1,050 |
|                     | 7. Air conditioners         | \$1,400 |         |       |         |       | \$ 1,400 |
|                     | 8. Furnaces                 | \$2,400 |         |       |         |       | \$ 2,400 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100   | \$100 | \$ 500   |
| Totals...           | BUILDING TOTAL...           |         |         |       |         |       |          |
| Building Five       | 1. Window Blinds            | \$1,000 |         |       |         |       | \$ 1,000 |
| APTS. # 41,43,45,47 | 2. Window glass replacement |         |         | \$250 |         |       | \$ 250   |



|                     |                             |         |         |       |       |       |          |          |
|---------------------|-----------------------------|---------|---------|-------|-------|-------|----------|----------|
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200 | \$200 |          | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 |       |       |          | \$ 2,400 |
|                     | 5. Concrete work            |         | \$500   |       |       |       | \$ 500   |          |
|                     | 6. Water heaters            | \$350   | \$350   | \$350 |       |       |          | \$ 1,050 |
|                     | 7. Air conditioners         | \$1,400 | \$1,400 |       |       |       |          | \$ 2,800 |
|                     | 8. Furnaces                 | \$1,200 |         |       |       |       |          | \$ 1,200 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100 | \$100 |          | \$ 500   |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100 | \$100 |          | \$ 500   |
| Totals...           | BUILDING TOTAL...           |         |         |       |       |       |          |          |
| Building Six        | 1. Window Blinds            | \$1,000 |         |       |       |       |          | \$ 1,000 |
| APTS. # 55,57,59,61 | 2. Window glass replacement |         |         |       | \$250 |       | \$ 250   |          |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200 | \$200 |          | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 | \$800 |       |          | \$ 3,200 |
|                     | 5. Concrete work            |         | \$500   |       |       |       | \$ 500   |          |
|                     | 6. Water heaters            |         | \$350   | \$350 |       |       | \$ 700   |          |
|                     | 7. Air conditioners         | \$1,400 | \$1,400 |       |       |       | \$ 2,800 |          |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |       |       | \$ 2,400 |          |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
| Totals...           | BUILDING TOTAL...           |         |         |       |       |       |          |          |
| Building Seven      | 1. Window Blinds            | \$1,000 |         |       |       |       |          | \$ 1,000 |
| APTS. # 63,65,67,69 | 2. Window glass replacement |         |         |       | \$250 |       | \$ 250   |          |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200 | \$200 | \$ 1,000 |          |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 |       |       | \$ 2,400 |          |
|                     | 5. Concrete work            |         | \$500   |       |       |       | \$ 500   |          |
|                     | 6. Water heaters            |         | \$350   | \$350 |       |       | \$ 700   |          |
|                     | 7. Air conditioners         | \$1,400 | \$1,400 |       |       |       | \$ 2,800 |          |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |       |       | \$ 2,400 |          |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
| Totals...           | BUILDING TOTAL...           |         |         |       |       |       |          |          |
| Building Eight      | 1. Window Blinds            | \$1,000 |         |       |       |       |          | \$ 1,000 |
| APTS. # 71,73,75,77 | 2. Window glass replacement |         |         |       | \$250 |       | \$ 250   |          |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200 | \$200 | \$200 | \$ 1,000 |          |
|                     | 4. Carpet                   | \$800   | \$800   | \$800 | \$800 |       | \$ 3,200 |          |
|                     | 5. Concrete work            |         | \$500   |       |       |       | \$ 500   |          |
|                     | 6. Water heaters            | \$350   | \$350   |       |       |       | \$ 700   |          |
|                     | 7. Air conditioners         | \$1,400 | \$1,400 |       |       |       | \$ 2,800 |          |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 |       |       |       | \$ 2,400 |          |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
|                     | 10. Paint                   | \$100   | \$100   | \$100 | \$100 | \$100 | \$ 500   |          |
| Totals...           | BUILDING TOTAL...           |         |         |       |       |       |          |          |

|                     |                             |         |         |         |       |       |        |          |
|---------------------|-----------------------------|---------|---------|---------|-------|-------|--------|----------|
| Building Nine       | 1. Window Blinds            | \$1,000 |         |         |       |       |        | \$ 1,000 |
| APTS. # 79,81,83,85 | 2. Window glass replacement |         |         |         | \$250 |       |        | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200   | \$200   | \$200 | \$200 |        | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800   | \$800   | \$800 |       |        | \$ 3,200 |
|                     | 5. Concrete work            |         | \$500   |         |       |       | \$ 500 |          |
|                     | 6. Water heaters            |         | \$350   | \$350   |       |       |        | \$ 700   |
|                     | 7. Air conditioning         | \$2,800 | \$1,400 |         |       |       |        | \$ 4,200 |
|                     | 8. Furnaces                 | \$1,200 | \$1,200 | \$1,200 |       |       |        | \$ 3,600 |
|                     | 9. Stucco repairs           | \$100   | \$100   | \$100   | \$100 | \$100 |        | \$ 500   |
|                     | 10. Paint                   | \$100   | \$100   | \$100   | \$100 | \$100 |        | \$ 500   |

Totals... BUILDING TOTAL...

|                     |                             |         |       |       |       |       |        |          |
|---------------------|-----------------------------|---------|-------|-------|-------|-------|--------|----------|
| Building Ten        | 1. Window Blinds            | \$1,000 |       |       |       |       |        | \$ 1,000 |
| APTS. # 87,89,91,93 | 2. Window glass replacement |         |       |       | \$250 |       |        | \$ 250   |
|                     | 3. Faucets & disposals      | \$200   | \$200 | \$200 | \$200 | \$200 |        | \$ 1,000 |
|                     | 4. Carpet                   | \$800   | \$800 | \$800 |       |       |        | \$ 2,400 |
|                     | 5. Concrete work            |         | \$500 |       |       |       | \$ 500 |          |
|                     | 6. Water heaters            |         | \$350 | \$350 |       |       |        | \$ 700   |
|                     | 7. Stucco repairs           | \$100   | \$100 | \$100 | \$100 | \$100 |        | \$ 500   |
|                     | 8. Paint                    | \$100   | \$100 | \$100 | \$100 | \$100 |        | \$ 500   |

Totals... BUILDING TOTAL...

#### NORTH ACRES TOTALS

##### NON-DWELLING

##### STRUCTURES: #1470

|                    |                |         |         |         |         |         |  |          |
|--------------------|----------------|---------|---------|---------|---------|---------|--|----------|
| N.A. Com. Center & | 1. Heat pump   | \$3,000 |         |         |         |         |  | \$ 3,000 |
| Central Office     | 2. Main Office | \$6,300 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |  | \$26,800 |
| Totals...          | #1470 TOTAL... |         |         |         |         |         |  |          |

|                   |                                  |          |          |          |          |          |         |
|-------------------|----------------------------------|----------|----------|----------|----------|----------|---------|
| OPERATIONS: #1406 | 1. Maintenance Equip.-Expendable | \$2,000  | \$2,000  | \$2,000  | \$2,000  | 10,000   |         |
|                   | 2. General Operations            | \$39,839 | \$39,839 | \$39,839 | \$39,839 | \$39,839 | 199,195 |

#1406 TOTAL....

|                               |                             |         |         |         |         |        |  |
|-------------------------------|-----------------------------|---------|---------|---------|---------|--------|--|
| Management Improvement: #1408 | (Upgrade computer software) |         |         |         |         |        |  |
|                               | (Software Training)         |         |         |         |         |        |  |
|                               | Management Improvements     | \$5,000 | \$5,000 | \$5,000 | \$5,000 | 25,000 |  |
|                               | #1408 TOTAL.....            |         |         |         |         |        |  |

|                               |                                   |         |          |         |          |         |  |
|-------------------------------|-----------------------------------|---------|----------|---------|----------|---------|--|
| Non-Dwelling Equipment: #1475 | 1. Computers                      |         |          |         |          |         |  |
|                               | 2. Printers                       |         |          |         |          |         |  |
|                               | 3. Office Furniture & Flooring    |         |          |         |          |         |  |
|                               | 4. Capitalized Maintenance Equip. |         | \$20,000 |         | \$22,000 |         |  |
|                               | #1475 TOTAL....                   | \$8,500 | \$8,500  | \$8,500 | \$8,500  | \$8,500 |  |

|                       |                                    |         |          |          |          |          |        |        |          |         |        |        |  |  |
|-----------------------|------------------------------------|---------|----------|----------|----------|----------|--------|--------|----------|---------|--------|--------|--|--|
| ADMINISTRATION: #1410 | Coordination & Administration Cost |         | \$10,000 | \$10,000 | \$10,000 | \$10,000 |        |        | \$50,000 |         |        |        |  |  |
|                       | (during the five year period)      |         |          |          |          |          |        |        |          |         |        |        |  |  |
|                       | #1410 TOTAL....                    |         |          |          |          |          |        |        |          |         |        |        |  |  |
| GRAND TOTALS.....     | 154,839                            | 154,839 | 154,839  | 154,839  | 154,839  | 209,195  | 25,000 | 50,000 | 54,758   | 301,500 | 22,942 | 26,000 |  |  |